

## Performance Committee – Committee Self-Assessment February 2022

Establishment, Composition, Organisation, Resources, Duties		Strong	Adequate	Needs Improvement	Comments
1	The Performance Committee terms of reference clearly, adequately & realistically set out the Committee's role and nature and scope of its responsibilities and have been approved by the Committee and the Board of Directors.	X			ToR setting out scope & role of Committee approved by Committee February 2021 and on agenda February 2022. Approved at Board in April 21 and on agenda for March 2022.
2	The Board was active in its consideration of Performance Committee composition.	X			NED membership and links across Committees addressed in prior year. No concerns in 2021/22.
3	The Performance Committee's actions reflect independence, ethical behavior, adherence to good practice guidance and the best interests of the Trust and its stakeholders.	X			Committee demonstrates independence & ethical behaviours (along with concern for Trust values); it delivers appropriate challenge and seeks triangulation of assurances that are provided.
4	The Performance Committee reports to the Board of Directors throughout the year demonstrating compliance with its terms of reference and provides the Board of Directors with assurance on the effective operation of systems and procedures within the remit of the Committee.	X			Minutes and the Chair's report to Board are reviewed by the Board on a monthly basis with key issues escalated to Board.

Establishment, Composition, Organisation, Resources, Duties		Yes	No	Comments
5	Are the terms of reference reviewed annually to take into account governance developments and the remit of other Committees within the organisation?	X		Terms of reference are reviewed annually. Committee remit/planning processes allow for links with other committees. NED membership reviewed following new appointments to provide cover across Board Committees.
6	Are changes to the Committee's current and future workload discussed and approved at Board level?	X		Committee membership and business cycle agreed by the Board. The Board self-assessment considers the overarching work programme across committees. It also receives tenders for approval within its delegated powers >£500k. Workload was raised in last review and specific

				measures considered in year. Management of PFI agreed between SPC/PC and oversight of BAF risks aligned to a single Committee.
7	Are Committee members able to act in the best interests of the Trust?	X		

<b>Agenda Management, Oversight of the Reporting Process, Compliance with the Law and Regulations governing foundation trusts</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
8	Is the Committee's role in the scrutiny of the Trust's financial performance clearly defined and complementary to the Board of Directors?	X		Duties and delegated authority set out in ToR.
9	Does the Board of Directors ensure that Committee members have sufficient knowledge of the organisation to identify key risks and to challenge line management on critical and/or sensitive matters?	X		<p>Selection process for NEDs includes assessment of appropriate experience/skills and NEDs are appointed to contribute to through individual portfolios.</p> <p>The Board learning together has largely been on hold since 2020/21. Individual ED led development session delivered on NHS Finance.</p> <p>The NED Buddy programme builds on knowledge of the organisation but had been largely on hold during the pandemic. Clinical Directors &amp; other staff invited to attend/present on particular areas.</p> <p>Divisional presentations established to provide opportunity for dialogue and triangulation of reports. NEDs also invited to join CNO led visibility rounds that have been re-established in year.</p> <p>NED training/development has included:  NHS Providers Governance &amp; Quality Forum (May 2021)  NHSE/I Audit &amp; Finance Forum (November 2021)  NHS Providers NED Network (February 2022)  A number of NEDs have also attended the external induction by NHS Providers.</p>

Oversight of Trust Processes		Strong	Adequate	Needs Improvement	Comments
10	There is appropriate consideration of assurance reports (from a variety of sources). The Board of Directors is clearly sighted on the issues that arise which require action by the Performance Committee.	X			<p>The Committee receives performance data from varying sources including:</p> <ul style="list-style-type: none"> <li>• Papworth Integrated Performance Reports</li> <li>• Finance Reports</li> <li>• Divisional Presentations</li> <li>• Activity Restoration Report</li> </ul> <p>The reports and presentations provide the ability to triangulate assurances.</p> <p>NEDs are also able to join visibility rounds at the hospital and that also helps to triangulate information.</p> <p>The Access and Data Quality sourced from the Trusts' access and data quality dashboard. This provides an independent informatics report to judge data quality.</p> <p>The Committee is charged oversight of specific elements of the BAF.</p> <p>Matters that are to be escalated to Board are included in the written Chair's report.</p>

Overall Evaluation		Strong	Adequate	Needs Improvement	Comments
11	What is the overall assessment of the performance of the Performance Committee?	X			

<p><b>Additional Comments:</b>  <i>Review of actions for 2021/22:  To consider our approach to review of BAF as a part of the Board self-assessment.  To consider the approach to workload management for Committee as a part of the Board self-assessment.</i></p> <p>The review of the BAF and the management of workload had been taken forward as planned in 2021/22.</p>
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